

SOUTH BOOKHAM SPACE - OCCASIONAL BOOKING FORM

Following (i) acceptance by **South Bookham SPACE Ltd. (SBS)** and (ii) payment by the **Hirer** of the **Total Hire Charge** specified below, this will constitute an agreement between SBS and the Hirer whereby SBS permits the Hirer to use the specified parts of South Bookham SPACE on the Date and Times and for the Purpose specified below, subject to its **Conditions of Hire**, which should be read before signing this agreement.

Please complete in clear, capital letters & email the form to:

hire.southbookhamspace@gmail.com who will confirm your booking

Name of Hirer:		
Address:		
Home Tel. No.:	Mobile Tel. No.:	
Email address:		
Date of Hire:	Day of the week:	
Times: Start:	Finish:	Total No of Hours:
This must include time for setting up and clearing up as another booking may precede or follow your hire.		
Purpose of Hire:		

Please choose the area you want to use & multiply by the total hours booked to calculate the fee:	SPACE	Outer SPACE	Social SPACE	SPACE + Outer SPACE	SPACE + Social SPACE	Social + Outer SPACE	ALL SPACE Facilities
Rates/hour	£16.00	£12.00	£10.00	£25.00	£21.00	£16.00	£30.00
x hours							
= charge	£	£	£	£	£	£	£

SPACE: use of the sports hall, lobby, kitchen and toilets (an inventory of the kitchen equipment is available on our website). Chairs and tables are available for up to 60 people.

Outer SPACE: use of the outdoor multi-use games area including floodlights & changing rooms/toilets.

Social SPACE: use of the upstairs Social SPACE and the changing room/toilets

1. **Payment of hire charge:** On acceptance of the booking, an invoice for the Total Hire Charge will be sent to you by email which should be paid in full by bank transfer using the bank account details on the invoice, **with your name or invoice number as reference**. Please note that **your booking is not confirmed until payment is made and payment must in all cases be made prior to the date of hire**.
2. SBS is able to extend its public liability insurance at no additional cost to individual hirers who are holding non chargeable events for friends and family, subject to the policy conditions available on our website. If you hire an entertainer or caterer it is your responsibility to ensure they have their own appropriate public liability insurance.
3. The Hirer is the responsible key holder for the event and keys may not be passed to other individuals for access to either SPACE or Outer SPACE.

I apply for the above booking and accept the Conditions of Hire, and I consent to SBS processing my personal data for the purposes of this hire.

Signed: **Date**.....

(Hirer or authorised signatory on behalf of the Hirer)

SBS's data protection policy can be found as a document under the "about us" tab at www.southbookhamspace.org.uk

South Bookham SPACE Ltd. is a company limited by guarantee and incorporated in England and Wales (No 7318693) and a registered charity number 1141705. It is managed by unpaid Trustees and volunteers.

January 2026